

State of New Mexico
LEGISLATIVE EDUCATION STUDY COMMITTEE

REPRESENTATIVES

Rick Miera, Vice Chair
Joni Marie Gutierrez
Dianne Miller Hamilton
Mimi Stewart
Thomas E. Swisstack
W. C. "Dub" Williams

State Capitol North, 325 Don Gaspar, Suite 200
Santa Fe, New Mexico 87501
PH: (505) 986-4591 FAX: (505) 986-4338
<http://legis.state.nm.us/lcs/lesc/lescdefault.asp>



SENATORS

Cynthia Nava, Chair
Gay G. Kernan
Mary Kay Papen
William E. Sharer

ADVISORY

Ray Begaye
William "Ed" Boykin
Kandy Cordova
Roberto J. Gonzales
Jimmie C. Hall
John A. Heaton
Harriet I. Ruiz
Sheryl M. Williams Stapleton
Richard D. Vigil
Teresa A. Zanetti

ADVISORY

Vernon D. Asbill
Mark Boitano
Carlos R. Cisneros
Dianna J. Duran
Mary Jane M. Garcia
John Pinto
Leonard Tsosie

D. Pauline Rindone, Ph.D., Director
Frances R. Maestas, Deputy Director

November 14, 2005

MEMORANDUM

TO: Legislative Education Study Committee

FR: Frances R. Maestas

RE: STAFF BRIEF: SCHOOL SECRETARY AND CLERK SALARY STUDY, HM 36

The 2005 Interim Workplan of the Legislative Education Study Committee (LESC) includes a report from the Office of Education Accountability (OEA) on House Memorial (HM) 36, *School Secretary and Clerk Salary Study*, (see Attachment) which passed in 2005 and requests that OEA conduct a study to:

- assess the appropriate salaries for the skill levels required of school district secretaries, clerks, and bookkeepers;
- recommend a salary schedule process for these employees; and
- provide a report to the Legislature no later than December 1, 2005.

Issues:

- In response to the memorial, OEA convened a task force that includes the sponsor of the memorial and representatives from the American Federation of Teachers (AFT)-New Mexico, the National Education Association-NM, the New Mexico Association of School Business Officials (ASBO), and the New Mexico School Boards Association, to discuss the intent of the study and to collaborate on the activities, findings, and recommendations of OEA staff.
- To determine the type of data available for school secretaries, clerks, and bookkeepers, OEA reviewed school district and charter school data submitted to the Public Education Department (PED) in the Accountability Data System (ADS) and in public school budgets.

According to OEA, the review revealed that ADS and school budget information for these employees cannot be reconciled primarily because:

- the classification, skill levels, and salaries vary from district to district and charter school to charter school; and
 - ADS allows school districts and charter schools to report employee information under more than one position code.
- In order to compare data for secretaries, clerks, and bookkeepers, including skill level (entry, intermediate, and advanced), hourly rate, annual salary, contract period, and percent of full-time equivalent (FTE) paid from state and/or federal dollars, OEA, in collaboration with AFT-New Mexico and ASBO, sent a survey to school districts and charter schools statewide. According to OEA, all 89 school districts and 23 charter schools (there are currently 52 charter schools statewide), responded to the survey. The survey results, OEA states, indicate that:
 - approximately 2,800 school employees are currently performing secretarial, clerical, and bookkeeping duties in school districts and charter schools statewide;
 - based on three skill levels (entry level, intermediate level, and advance level) the majority of these school employees are employed in the advanced skill level;
 - the average contract period for these employees is 223 days;
 - the lowest average hourly rate is \$9.49 for an entry level clerk and the highest average hourly rate is \$15.31 for an advanced level bookkeeper; and
 - a comparison to the average hourly rates of state government employees in similar classifications indicates that while the hourly rate for each skill level is higher for a bookkeeper in public schools, the hourly rate for each skill level is lower for a public school secretary and clerk.
 - The recommendations of the task force, according to OEA, are:
 - 1) “People in these categories should receive no less than an average of 8% increase in compensation for FY 07. (This raise is estimated to cost \$4M)”
 - 2) “No employee in public schools receive less than \$7.50 an hour as minimum wage.”
 - 3) “School districts shall create salary schedules that encourage career development across the entry, intermediate, and advanced skill levels of secretaries, clerks, and bookkeepers.”
 - 4) “The PED should collect and make available detailed data about secretaries, bookkeepers, and clerks including such factors as number of years of experience, length of contract, grade or skill level, salary schedules, and other information that may be useful.”
 - 5) The PED shall not approve any school district budget that does not meet the intent of these recommendations. Further, the Legislature should consider ways to ensure that the public school appropriation is adequate for each school district to meet these requirements.”
 - 6) The Legislature should consider providing funding to support the continuation of the HM 36 Task Force to monitor and further study the implementation of these recommendations.”

Background:

- In 1994, the Legislature appropriated \$2.3 million to establish a minimum wage rate of \$6.00 per hour for all noncertified school personnel.
- The current federal minimum wage rate is \$5.15 per hour.
- In 1991, the Legislature passed HM 54, *School Personnel Development*, requesting the LESC, in collaboration with State Board of Education, the Commission of Higher Education (CHE, now the Higher Education Department), and faculty members from New Mexico colleges of education and vocational institutions, to conduct a study of the policies and practices governing professional development opportunities for certain school personnel, including secretaries, clerks, custodians, bus drivers, cafeteria workers, maintenance workers, and educational assistants.
- In response to HM 54, the LESC convened a 1991 task force comprised of representatives from the former State Department of Education, CHE, Western New Mexico University, Albuquerque Technical-Vocational Institute, Luna Vocational-Technical Institute, Las Cruces Public Schools, the Albuquerque Educational Assistants Association, the New Mexico Federation of Teachers, and the Albuquerque Secretarial/Clerical Association.
- During the 1991 interim, the LESC granted the task force's request to expand the task force to include representatives from the smaller school districts and to provide additional time for further study of the issues.
- In its final report to the committee during the 1992 interim, the task force reported that job and training requirements for school secretaries, clerks, custodians, and maintenance workers varied among school districts due primarily to the size of the district and the availability of training resources. As a result of these findings, the task force recommended that each school district should have the option to develop standards and competencies for their employees in consideration of each district's needs and circumstances.

Presenters:

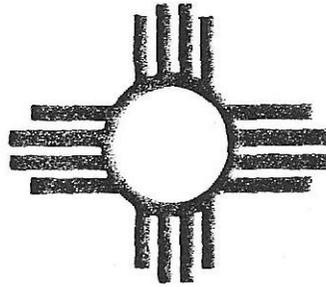
For this presentation, Dr. Peter Winograd, Director, OEA; and Ms. Christine V. Trujillo, President, AFT-New Mexico, will discuss the school secretary and clerk study requested in HM 36.

Questions the committee may wish to consider:

1. If current data for secretaries, clerks, and bookkeepers is unreliable, how was the \$4.0 million cost estimate determined for an 8.0 percent salary increase for FY 07? (See Recommendation 1.)
2. Which school employees are included in the recommendation to increase the minimum hourly wage to \$7.50? (See Recommendation 2.)

3. What is the estimated cost of establishing a \$7.50 minimum hourly wage for all school personnel? (See Recommendation 2.)
4. Who would be responsible for developing guidelines for school districts to create salary schedules by skill level for school secretaries, clerks, and bookkeepers? (See Recommendation 3.)
5. How would the data collected by PED be used, by whom, and for what purpose? (See Recommendation 4.)
6. What criteria would PED use to disapprove a school district budget that is not meeting the intent of the recommendations? (See Recommendation 5.)
7. For what purpose should an appropriation be provided to support the continuation of the task force? (See Recommendation 6.)
8. What information does PED currently require school districts and charter schools to report for public school secretaries, clerks, and bookkeepers in the ADS system at PED?
9. How many school districts or charter schools currently have salary schedules by skill level for school secretaries, clerks, and bookkeepers? How are the skill levels determined? What are the requirements for advancing from one skill level to another?
10. How are salary levels for school secretaries, clerks, and bookkeepers currently determined at the local level?
11. What type of professional development is currently available to these employees?
12. How do the salary levels for school secretaries, clerks, and bookkeepers compare to PED employees?

[HM36.pdf](#)



The Legislature
of the
State of New Mexico

47th Legislature, 1st Session

LAWS 2005

CHAPTER _____

HOUSE MEMORIAL 36, as amended

with certificate of correction

Introduced by

REPRESENTATIVE HARRIET I. RUIZ

AND REPRESENTATIVE JONI MARIE GUTIERREZ

REPRESENTATIVE KANDY CORDOVA
REPRESENTATIVE RICK MIERA
REPRESENTATIVE SHERYL WILLIAMS STAPLETON





State of New Mexico
House of Representatives

OFFICE of the CHIEF CLERK

Santa Fé

STEPHEN RAY ARIAS
Chief Clerk 1983 -

FORTY-SEVENTH LEGISLATURE
FIRST SESSION, 2005

Room 100, State Capitol
Santa Fé, NM 87501
(505) 986-4751
Fax: (505) 986-4755

March 7, 2005

CERTIFICATE OF CORRECTION

The following error was found in

HOUSE MEMORIAL 36, as amended

and has been corrected in enrolling and engrossing:

1. The word "secretaries" was misspelled on page 2, line 13 of the printed bill. The correction appears on page 2, line 6 of the enrolled and engrossed memorial.

Harriet A. Ruiz
Chairperson, Enrolling & Engrossing Committee

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

A MEMORIAL

REQUESTING THE OFFICE OF EDUCATION ACCOUNTABILITY OF THE DEPARTMENT OF FINANCE AND ADMINISTRATION TO CONDUCT A STUDY ON A SALARY SCHEDULE FOR SCHOOL DISTRICT SECRETARIES, CLERKS AND BOOKKEEPERS.

WHEREAS, school district secretaries, bookkeepers and clerks perform duties that require specialized training; and

WHEREAS, school districts are having an increasingly difficult time hiring qualified people for these positions since the salaries for these positions remain flat while salaries increase for other school employees; and

WHEREAS, because pay increases have been almost nonexistent for these employees, school districts are seeing high job-turnover rates resulting in increased costs for recruiting, hiring and training; and

WHEREAS, school districts have asked for an assessment of the type of work the secretaries, bookkeepers and clerks perform; and

WHEREAS, school districts have requested the formulation of a salary schedule process that would be commensurate with the specialized skills required for these school district employees; and

WHEREAS, the state has implemented a process to increase the pay for teachers, principals and educational assistants;

1 NOW, THEREFORE, BE IT RESOLVED BY THE HOUSE OF
2 REPRESENTATIVES OF THE STATE OF NEW MEXICO that the office of
3 education accountability of the department of finance and
4 administration be requested to conduct a study assessing the
5 appropriate salaries for the skill levels required for school
6 district secretaries, clerks and bookkeepers; and

7 BE IT FURTHER RESOLVED that the office of education
8 accountability of the department of finance and administration
9 study and make recommendations for a salary schedule process
10 for these employees; and

11 BE IT FURTHER RESOLVED that the office of education
12 accountability of the department of finance and administration
13 report to the legislative education study committee, no later
14 than September 30, 2005, the results of the study and
15 recommendations for a salary schedule process; and

16 BE IT FURTHER RESOLVED that copies of this memorial be
17 transmitted to the legislative education study committee, the
18 office of education accountability of the department of
19 finance and administration and the public education
20 department.

21
22
23
24
25

S/ BEN LUJAN
BEN LUJAN, SPEAKER
HOUSE OF REPRESENTATIVES

S/ STEPHEN R. ARIAS
STEPHEN R. ARIAS, CHIEF CLERK
HOUSE OF REPRESENTATIVES